

GOVERNMENT RELATIONS OFFICER

Purpose:

To actively support and uphold the City's stated mission and values. To coordinate, develop, and implement the City's intergovernmental relations program; to represent the City's interests with various governmental agencies and officials; to develop and communicate the City's positions, goals, and strategies relating to federal and state legislative issues and proposals.

Supervision Received and Exercised:

Receives direction from the Assistant City Manager.

May exercise functional and technical direction over professional, technical and clerical staff.

Position Information:

The incumbent shall not represent any other entity within the State of Arizona for the duration of employment with the City of Tempe. Any outside employment must have prior approval from the Assistant City Manager.

Essential Functions:

Duties may include, but are not limited to, the following:

- Serve as a liaison between the City of Tempe and the Arizona State Legislature, while the legislature is in session. Monitor, track, and/or lobby for or against specific legislative proposals as assigned by the Assistant City Manager.
- Proactively identify and advise the Assistant City Manager on legislative proposals that may impact city policies, programs, or other emerging, long-range issue areas.
- Review and comment on legislation, state budget information and other state legislative issues of interest to the City of Tempe. Notify Assistant City Manager of impacts of proposed legislation.
- Confer with and provide advice to the Assistant City Manager to determine the best approach to advocate on behalf of Tempe. Recommend strategies for advocacy of

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the City of Tempe's position on priority issues, including contracts with the Arizona Legislature, state officials or key interest groups.

- Research and prepare fact sheets and necessary communication to advocate and educate elected officials or others on issues assigned.
- Coordinate the efforts discussed above with appropriate city staff, representatives from other cities, and state legislative and executive branch staff. While the State Legislature in session, participate in weekly briefing with the Assistant City Manager and city staff on the status of legislative proposals and other issues of interest to the city.
- Participate in weekly and as needed intergovernmental representative meetings at the League of Arizona Cities and Towns and provide a briefing to the Assistant City Manager.
- Provide copies of bills, bill summary / fact sheets, budget documents, committee reports, rules and reports or other information available which are pertinent to the City of Tempe's legislative agenda or having a bearing on the City of Tempe.
- Maintain professional, effective and positive working relationships with the Federal delegation; Arizona State Legislators; federal, state, and local governmental agencies and their staffs; and all other parties involved.
- Recommend and perform appropriate liaison and follow-up work as directed.
- Provide the Assistant City Manager a written post-legislative session report that updates the City Manager, the Mayor and City Council on the status of State legislative issues that outlines the impacts of various legislative proposals on behalf of the City of Tempe for the entire legislative session.
- Prepare Federal and State Legislative Agenda by identifying issues that are expected to be debated in the coming year that may affect the city.
- Make recommendations regarding effective strategies to achieve the city's objectives.
- Participate in monthly intergovernmental representative meetings at MAG, Metro/RPTA and provide a briefing to the Assistant City Manager.
- Review and comment on various regional proposals of interest to the City of Tempe.
 Notify Assistant City Manager of impacts of proposals.
- Confer with and provide advice to the Assistant City Manager regarding recommendations on various regional matters. Coordinate with appropriate staff to

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supply recommendations and supporting data to the Assistant City Manager, City Manager and Mayor and / or City Council.

Performs other duties as assigned.

Minimum Qualifications:

Experience:

Equivalent to four years of full-time legislative and/or public policy related experience particularly for a public sector agency.

Education:

Requires a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, political science, government relations, or a degree related to the core functions of this position.

Licenses/Certifications:

None required at time of application.

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 481

Status: Exempt / Unclassified